

## MINUTES – JUNE 20, 2012

The Caswell County Board of Commissioners reconvened its meeting at the Historic Courthouse in Yanceyville, North Carolina at 5:30 p.m. on Wednesday, June 20, 2012. Members present: Nathaniel Hall, Chairman, Cathy W. Lucas, Vice-Chair, William E. Carter, Jeremiah Jefferies, Gordon G. Satterfield, Kenneth D. Travis and N. Kent Williamson. Also present: Kevin Howard, County Manager, Sheriff Michael Welch and Gwen Vaughn, Finance Director. Paula P. Seamster, Clerk to the Board, recorded the minutes.

### MOMENT OF SILENT PRAYER

Chairman Hall opened the meeting with a Moment of Silent Prayer.

### BUDGET WORKSHOP

#### Board of Elections' Maintenance Agreement

Chairman Hall stated "Fellow commissioners if you will recall at our last regular Board of Commissioners' meeting the Board of Elections' Maintenance Agreement came up and we did not have the opportunity to review it with general counsel. We have received that agreement with the revisions asked by general counsel and we will have discussions on it and take action on that at this time."

Commissioner Lucas asked "On the first or second page where it says the company will not agree to the changes as stated." Mr. Howard asked "Is that on the very first one?" Commissioner Lucas responded "It says the language was not acceptable or..." Mr. Howard stated "The very first one says that..." Commissioner Lucas continued "That the Senate bill is requiring?" Mr. Howard responded "It has not passed yet, they have not passed that Senate bill yet. It is in the language of the bill, the vendor would not agree to that since it has not been officially adopted yet. They would not agree to that language due to that fact." Commissioner Lucas asked "Do we need to do this before it is approved?" Mr. Howard responded "Yes what will happen is we will have to go back and change it once the law goes into effect." Chairman Hall stated "There is no guarantee that they will approve it." Mr. Howard stated "If it is approved it will have an effective date. If the effective date is before this agreement it will be retroactive and they will have to go back and change the agreement but there is no requirement for it now." Commissioner Lucas asked "And the county attorney was okay with this?" Mr. Howard responded "Yes ma'am." Commissioner Lucas continued "So if they are unable to agree to the language when do we hear back from them?" Chairman Hall responded "Ms. Lucas the maintenance agreement we have to get in place."

Commissioner Williamson moved, seconded by Commissioner Carter to accept the Board of Elections' Maintenance Agreement as revised by the county attorney for a 1 year term, 2012-2013 and to review it again in 2013-2014. The motion carried by a vote of six to one with Commissioner Lucas voting no.

## SHERIFF'S DEPARTMENT

Sheriff Welch stated "Mr. Chair and Members of the Board."

Chairman Hall stated "It appears that we do not have a prepared statement."

Sheriff Welch asked "Is this going to be pertaining to the two positions?" Chairman Hall responded "This pertains to the total budget. We made the decision to not move forward because you were out of town." Sheriff Welch continued "I appreciate that Mr. Chairman. I can give an overview of the requests that were made. I would like to begin with the Proposed Budget's Justifications of Expenditures for the Sheriff's Office. I will give a little history behind this request. Basically it depicts the request for personnel for courtroom security. It is actually including the salaries and the fringe benefits. One of the positions is reflective of part of the salary being funded through Piedmont Community College and that would be under a mutual understanding to that half of the duties performed would be as security at the community college and half of the duties being assigned to courtroom security. The other position would be one that we already currently have. If you will recall we had a contingency fund when the law enforcement services were contracted within the Town of Yanceyville. Those funds were actually leftover into the contingency fund that carried forward. This position would be continuing after those funds have been exhausted and then being assigned to the courtroom. Right now there is a Courthouse Security Committee that has been meeting. The Rural Courts Commission has come in and done an assessment of the courthouse and also the North Carolina Sheriff's Association has completed an assessment. They have provided a draft and what I would like to do is to recommend to the Board as those reports become available. I feel that Closed Session would be appropriate to discuss these reports because of the sensitive information. Any questions or concerns about this request?"

Commissioner Lucas asked "The contingency amount, the \$39,513 is that the total amount that was left over in the Police Fund?" Ms. Vaughn responded "It is estimated at \$17,000 and I will adjust that based upon what is left." Commissioner Lucas continued "What is left in that fund now?" Chairman Hall asked "Current fund balance?" Ms. Vaughn responded "\$17,280." Commissioner Lucas asked "Is that the starting salary for security personnel, \$39,513?" Mr. Howard responded "Salary and benefits." Commissioner Lucas continued "So what would the actual starting salary be without including the benefits?" Sheriff Welch responded "\$28,000."

Commissioner Jefferies asked "On the Vehicle Service Repair \$62,500 that is a lot of money to be paying on a car. Do we have that many old cars?" Sheriff Welch responded "Commissioner Jefferies talking the totality of this year's budget and everything that is going on with the increases we only requested 1 vehicle which was a 4x4 and we are looking at using DEA capital outlay funds to purchase that vehicle. Looking at the fleet as it is right now we will definitely be back next year to request additional patrol vehicles for replacement. I am trying to work with the Board on the totality of the budget that was the purpose." Chairman Hall stated "I think the question referred to this year's budget." Sheriff Welch responded "That is because we did not request any additional patrol vehicles for replacement this year so that is the rationale for that."

Commissioner Travis asked “So the maintenance will go up?” Sheriff Welch responded “We anticipate that it will with the age of the vehicles.”

Commissioner Lucas asked “We were told that the salaries for the courtroom security were not in the line item. It was included or it was not included?” Mr. Howard responded “Not included.” Commissioner Lucas continued “How many time do you recall that you actually did need separate security at the courthouse? Do you have any type of number or idea as far as situations that have risen?” Sheriff Welch responded “I think to answer that Commissioner Lucas when we were looking at the needs assessment one thing to keep the Board informed is this process will be short term goals and long term goals. So basically the needs assessment...” Commissioner Lucas asked “Is that needs assessment for the courthouse or security overall?” Sheriff Welch responded “What I am presented is for the courtroom which is a statutory requirement of the Sheriff. But what direction this planning process will be going is actually assessing the entire courthouse. What we are looking at some of the things will need to be discussed to inform the Board it would be recommendation to provide that information in closed session. As far as the assessments go, their findings, there are also things that we have been looking at as far as the Sheriff’s Office goes to justify the needs. One of the recommendations would be information you are talking about. I don’t know if that helps.”

Commissioner Satterfield asked “Sheriff what you are proposing right now is an additional person in the courtroom not to do screening of people coming in the building or anything like that?” Sheriff Welch responded “I requested two additional positions and when we restructure to have the 2 plus the 2 additional for 4 courtroom security and manning the metal detectors. Then as the Board progresses with the information provided there will be future decisions that will need to be made as far as the entire courthouse goes. Those will be forthcoming from the Courthouse Security Committee. My request is specific to the courtroom at this point in time Mr. Satterfield.” Commissioner Satterfield continued “You are going to have a bailiff in the courtroom plus an additional person?” Sheriff Welch responded “I need 2 bailiffs because we run more than one court and I need 2 to run the security equipment.” Commissioner Lucas asked “So you are actually talking about 4 positions?” Sheriff Welch responded “We already have 2. I did request 2 additional positions but one of those is a position that we already had but the funding is no longer there. The other one is a partnership with Piedmont Community College to help fund ½ of the salary. This is a short term goal to reach the long term goals.” Commissioner Satterfield asked “What are these officers going to do on the days we don’t have court?” Sheriff Welch responded “There will be a mutual aid agreement with the college on a mutual letter of understanding as far as ½ that time on the campus at PCC and the other ½ in the courtroom. We are also in the process of establishing and implementing courtroom policies and also we are in the planning process so as soon as we get these assessments we will be coming again before the Board of Commissioners with that information. This is a Courthouse Security Committee. This is one step that we are trying to take to enhance the security.”

Commissioner Travis asked “Who regulates how many people have to be in that courtroom at one time?” Sheriff Welch responded “The court calendar is set and then you will have the cases that will be heard by the district attorney so it the district attorney’s office, district court office, the district court judges, the superior court judge and then you have non-criminal justice in the courthouse also that are effected by decisions made in this policy.” Chairman Hall asked “I

think his question was who decides how many officers are in the courtroom?” Commissioner Lucas responded “That is what their study will show.” Sheriff Welch responded “That number will be forthcoming as far as the recommended number but you have two things to look at. You have courtroom and courthouse so that information needs to be presented to the Board for decision making.” Commissioner Lucas asked “So there is a distinction between courtroom and courthouse?”

Commissioner Travis asked “Has the study been done?” Mr. Howard responded “They have done the assessment but we have not received the report yet.” Sheriff Welch stated “I am trying to inform the Board as Sheriff what would be needed for courtroom security, to enhance that security. To make sure we can learn the metal detectors. To make sure that we comply with the policies that are put in place and then you are going to be looking at other things to enhance the entire courthouse. We have short term and long term goals. I guess it would be like working through the process we have done with the new detention facility. There are a lot of things that need to be addressed but you need to look at them over a period of time and put those initiatives in place.” Commissioner Travis continued “What will happen to the court system if we don’t give you those two people?” Sheriff Welch responded “I think the bigger question in there is safety. It is safety for the courthouse personnel, safety for the civilians and safety for the public, so your issue here is safety. We are not going to wait for something to happen. We are going to make sure that we put things in place.” Commissioner Travis stated “I understand safety but the taxpayers of this county should not have to pay for all that stuff going on over there when the judges and the lawyers are making all the money. The taxpayers are not getting any money from the courthouse.”

Commissioner Lucas asked “Is there an increased risk with the detention center being so close? Is that part of the concern?” Sheriff Welch responded “I think when you look at everything that we will be transitioning to and the corridor will be connected to the upstairs courtroom. I guess the best thing I can recommend is to look at the request of the two positions in order for the Sheriff’s office to be able to operate the metal detectors and then as the information becomes available and the Courthouse Security Committee can make that request or present that information to the Board of Commissioners. Some of the things are sensitive. Some of the things are tactical and they need to be discussed in closed session for the Board to make those decisions. The two additional positions being requested within my budget is for the Sheriff’s office to affectively put in place the safety plan for the courtroom.”

Chairman Hall asked “Are we, the county, required to provide courthouse security?” Sheriff Welch responded “Yes.” Chairman Hall continued “It appears that with these two positions we will have to do a two step approach. One is having to deal with the security and with the information that the Sheriff has provided and at some point when these assessments are made available and this will be discussed in closed session so the Board can make some decisions.”

Commissioner Lucas asked “How soon can we get that information?” Chairman Hall responded “We don’t know at this time.” Sheriff Welch responded “We have check on one today, the one from the Rural Courts Commission, that should become available on the 26<sup>th</sup>. The Sheriffs Association one is still in draft form and has not been finalized.”

Commissioner Travis asked "These positions will they need to be furnished a car?" Sheriff Welch responded "No, one of the positions is basically lapsed right now because it was dependent upon the Board and the budgetary process. In actuality there is one position that would be new." Commissioner Travis continued "So the one in the courtroom would not be driving a county car?" Sheriff Welch responded "They would, yes sir they would be. I did not ask for a new car for that position." Commissioner Travis asked "Where are you going to get a car for them to drive? Do you have a car for them to drive?" Sheriff Welch responded "We put in for one SUV vehicle for the inclement weather so we can work that out in fleet management." Commissioner Travis continued "Well if a guy comes into work at 8:00 and he works in that courthouse over there I don't see why he would need a car." Sheriff Welch responded "There are a whole lot of responsibilities that go along with that position. We are responsible for the security of the judges. There are going to be recommendation that come out of this report. We are going to be required to do some things that are tactical and I am not a liberty to discuss those in an open forum. I understand you have those questions and concerns." Commissioner Travis stated "I am going to be honest with you Sheriff; until my questions are answered I don't think I can vote on this." Sheriff Welch responded "This one is not the first vote. This is just for us to provide courtroom security. The metal detectors were acquired through grants. We are building." Commissioner Travis asked "Do we use the metal detectors over there now?" Sheriff Welch responded "Yes we are using them right now sporadically. But you are still asking me tactical questions in a public setting but yes." Commissioner Travis continued "I understand what you are saying." Sheriff Welch continued "When you look at the report you are going to look at things pertaining to security. That will be things with the physical structure, policies; I am telling you as Sheriff right now there is a need for the additional personnel to perform courtroom security. That is where I am right now with the presentation."

Commissioner Carter asked "From what I am gathering, this person will be a sworn officer just like any other officer?" Sheriff Welch responded "Yes an armed sworn deputy." Commissioner Carter continued "He could be used for other things such as serving papers or something else?" Sheriff Welch responded "Being in the courtroom will also have that dual benefit of being in the courthouse. There will be a presence and that will be a benefit. This is a plan in process."

Commissioner Lucas asked "Sheriff you mentioned one position from last, but in reading the minutes from the last budget, we talked about the transition once the Yanceyville police were terminated what would happen to those positions. Where are we with that?" Sheriff Welch responded "There was one position in..." Commissioner Lucas continued "Have we absorbed those positions that Yanceyville was paying for? Is that what we have done or?" Sheriff Welch responded "Those positions have been lost. That funding is no longer available through the Town of Yanceyville so the county has not funded those positions." Commissioner Lucas asked "As the officers have left they have not been replaced is that what you are saying?" Sheriff Welch responded "That is correct."

Chairman Hall stated "Thank you Sheriff for the information. I suspect that once you notify us, the County Manager or the Clerk, that the reports are available we will schedule a meeting for closed session." Sheriff Welch responded "And what I will do Mr. Chairman following this meeting will be to go back to the Courthouse Security Committee. You will have more than 1 person presenting the information. There will be one from the Rural Courts Commission and

one from the North Carolina Sheriffs Association.” Chairman Hall continued “So you are saying that someone from those organizations will be presenting those reports?” Sheriff Welch responded “I will make that recommendation. I want to thank you for your consideration.”

Commissioner Lucas stated “Pass the word on we are trying to get some raises in place as well for county employees. Pass that word on.” Sheriff Welch responded “Thank you.”

### DISCUSSION ON PROPOSED BUDGET

Chairman Hall stated “I am not sure where we left off but staff will tell us what is next. I think we addressed all departments.” Mr. Howard responded “You were discussing what you did want and what you did not want and we made several cuts through those discussions.” Chairman Hall continued “So now we will start those discussions. We will start with any commissioners that have some requests or comments or need clarifications and then we will move on.”

Commissioner Jefferies asked “Mr. County Manager I know you asked some departments to make cuts, did you ask all departments to make cuts?” Mr. Howard responded “Yes sir. What I actually did was I told them to go back and prepare cuts if needed. I asked them to have it ready if the Board asked us to reduce this budget to do that.” Commissioner Jefferies continued “At the DSS meeting we made cuts in the budget and if every other department made cuts then we don’t know where we are at. Am I right County Manager? That is what I found out at the meeting on Tuesday.” Mr. Howard responded “What was told to the department heads was if the Board decides it wants to cut the budget, that was after one of the earlier meetings, what would happen if we had to cut 1 or 2 percent to look at that and prepare to do that and how it would affect their budget. If it meant cutting personnel they needed to be able to explain that and how it would affect their services.” Commissioner Jefferies asked “Did you understand it that way?” Commissioner Travis responded “She found \$115,000 that was going to be cut out and \$77,000 of it was county money.” Commissioner Jefferies continued “She cut out \$200,000.” Commissioner Travis responded “Not the other day.” Mr. Howard responded “She gave us some adjustments but that was based on changes from the state.” Commissioner Travis stated “She did say that you told the department heads that they needed to be looking at cuts and that is what they did.” Mr. Howard stated “Some departments can’t cut without cutting services. I have not received any cuts from any departments as of yet. Except for the larger departments meaning Health, DSS, either one of those two any cuts will reduce services. They will have to reduce staff in order to reduce our budget.”

Chairman Hall stated “We did receive some information in an email with proposed budget changes with options and as I looked at that it appears that some of the revenues and expenditures have been adjusted.” Mr. Howard responded “That is basically what this does. Ms. Vaughn went back and looked at our revenues based on 2 or 3 months more in sales tax. It is not a huge percentage, it is about ½ percent cut but it is an increase number in sales tax to a certain extent. Increase prior year’s tax valuations, DSS/Administration and that was based on new figures she received from the state, and \$55,000 revenues for DSS which affects county dollars. Then we made changes to the expenditures based upon votes taken at the last workshop and taking those out. APS is reduced because I met with them about the work that needed to be done and they are comfortable with us finding labor and then buying the materials. Other reductions

were based upon looking at the budget and adding in 2 new positions that we think are needed for the next fiscal year. It would have been included in the previous budget if we would have decided to increase taxes. What you have is three proposals that do the same thing. It just shows the changes with 2 tax increases and no tax increase.”

Commissioner Carter asked “I was looking at the changes in the revenues and expenditures you proposed, you are saying with the 3% cost of living adjustment we would not need a tax increase?” Mr. Howard responded “I you went with the 3<sup>rd</sup> proposal on the sheet, no sir. Now means there is no money in capital outlay, there is no money in that budget to do that. It pretty much takes our same budget and breaks even.” Commissioner Carter continued “We still have money in the capital outlay from the things we have not completed this year, right.” Mr. Howard responded “Correct.”

Commissioner Lucas asked “I was looking through the capital funding for EMS and I think it includes landscaping, repairing and painting the building, and finishing some type of paving?” Mr. Howard responded “The money you budgeted last year was to do the work on the inside of the building and we also fixed the concrete that was breaking up. What they want to do is paint the building so it matches the new structure.” Commissioner Lucas continued “I was just curious as to why we were putting that into capital in the EMS budget instead of...” Mr. Howard responded “It can be moved over. It was just on the request they made. We did the same for the interior as well. It can be either place.”

Commissioner Lucas asked “The other question I had was for APS. What was their initial request?” Mr. Howard responded “\$33,000.” Commissioner Lucas continued “And you took out \$20,000 so you are giving them \$13,000?” Mr. Howard responded “Part of that is for operational.”

Commissioner Carter asked “Ms. Vaughn do you have an estimate of what will be going in fund balance this year?” Ms. Vaughn responded “I discussed that with Mr. Satterfield last week and told him that I felt comfortable with \$120,000 that would be unrestricted general fund money.” Commissioner Carter continued “So if we needed to we could take that \$120,000 and put it into capital outlays projects like we did last year?” Chairman Hall responded “Yes.”

Mr. Howard stated “While we are talking about capital, I mentioned before the detention center project. I feel confident to say that we will have at least \$200,000 left in that project that would not be expended.” Commissioner Carter stated “According to what you are saying we should be able to take that money and put it towards courtroom security.” Chairman Hall stated “I don’t think we can do that when we debt payments coming due. I think if we have money left over we will have to apply that to the debt payments.” Mr. Howard stated “Say it is \$200,000 left you have to pay that towards your debt service but you can take what you budgeted for debt service and it pay it towards something else.” Commissioner Carter stated “I was thinking about the \$120,000 you said earlier.”

Commissioner Lucas stated “On that project you just spoke about, the \$200,000 is overall what you think will be left?” Mr. Howard responded “It could be at least that.” Commissioner Lucas continued “So the contingency is going to be?” Mr. Howard responded “No ma’am the

\$200,000 in contingency. There is \$400,000 in there to build the connector and the rough estimate is \$200,000 to do that so that is \$400,000 in there right now that is not spent. The only things we have outstanding..." Commissioner Lucas continued "So you are saying the contingency will be used other than the \$200,000?" Mr. Howard responded "I am not saying it will be. The only thing we will have left to do is the water and sewer stuff and I don't have a solid estimate on that yet. Right now it is looking at less than \$100,000 to finish all contingency items but it is not a solid estimate until we get something from the contractors."

Chairman Hall stated "Okay then I think the next thing we need to do is decide how to act on the proposed budget that the county manager submitted with provisions or do you want to make some changes." Commissioner Lucas asked "So you are saying that this is the final product?" Chairman Hall responded "No I am saying it is time for this Board to get to a final product. We have to make a decision." Commissioner Lucas stated "I know." Chairman Hall stated "We can start with what the county manager proposed or we can start with something else but we have to get started." Commissioner Lucas responded "Chairman Hall I came in late and I apologize for that but I handed out what I have been working on as far as some proposed changes that I have been keeping up with as we have gone through the budget and have talked about. I don't know if any of the other commissioners have done likewise but if you would like to cover those or talk about them or."

Commissioner Jefferies stated "I saw one where you want to reduce the tax rate 3%."

Commissioner Lucas responded "Yes sir." Commissioner Jefferies continued "We have to remember we have a new jail that we are building so why reduce the tax rate 3% and come next year we don't have the money left in fund balance." Commissioner Lucas responded "We are going to have the money there for that bond payment. It will be there." Commissioner Jefferies stated "I don't want to raise taxes. Don't get me wrong I would like to reduce the tax rate but we have to look at the other things that are coming."

Commissioner Lucas asked "Chairman, are you going to entertain this?" Chairman Hall responded "Tell me quickly what it is." Commissioner Lucas responded "It is a list of reductions that I went through as we talked about it in the workshops and made notes and then went back through the budget. Just recommended changes pretty much like the county manager did." Chairman Hall stated "We can handle this as the Board so desires."

Commissioner Lucas stated "On the second page I included the changes the county manager recommended the \$72,045 for Insurance and Bonds, the \$18,862 for DSS and the \$20,000 for APS and that \$570,370 is the total with his and mine less the Board of Education (\$150,000) and the Reval (\$20,000). I added it twice so I took it back out and added in which I will need to get more clarification on, the HAVA funds, I added that back in if we are not going to have to expend it. Have we gotten the ruling on that because they are saying it is not going to start until July of 2013?" Mr. Howard responded "We won't have anything official on that until the budget is adopted. Right now it is included in each version of the budget. The Senate passed their version the first of this week or the last of last week and so they are having the conference committees trying to put together a budget. You would assume it would be there but until they adopt the budget we will not know for sure." Commissioner Lucas stated "Anyway the net savings would come to \$427,483."

Chairman Hall asked “On this first page all of these things are thing you propose to take out of the budget?” Commissioner Lucas responded “Yes sir. We already voted on the Reval Fund and the Board of Education. I am sure there will be questions on the Document Management System but...” Commissioner Carter asked “Are you suggesting cutting the courtroom security officer after we have been talking about the security over there for the last two or three months?” Commissioner Lucas responded “Yes, I most certainly am.”

Chairman Hall asked “Okay Fellow Commissioners how do we want to deal with this proposal?” Commissioner Carter stated “I would like to entertain that we go by the recommended budget with no tax increase at 65.9 with the 3% cost of living raise.” Chairman Hall responded “I am dealing with this right now.” Commissioner Carter stated “A lot of this here is what the county manager and what the Board has already cut.” Commissioner Lucas asked “Where is it Bill?” Commissioner Carter responded “The \$150,000 for the BOE we have already done that. You should not have listed that.” Commissioner Lucas stated “As we went through the budget I made notes and made suggestions on what we can do in a written format.” Chairman Hall stated “Well we will start on the first page and start at the top and work out way down. Is everybody with me?” Commissioner Lucas responded “And we can discuss each one.”

CASWELL COUNTY BUDGET 2012-2013  
PROPOSED CHANGES  
SUBMITTED BY COMMISSIONER LUCAS

\$20,000 Revaluation Fund  
\$150,000 BOE  
\$183,000 DSS Document Management  
\$6,000 Personnel Policy Consultant  
\$10,000 Web Design  
\$45,570 Public Health Nurse  
\$49,400 HR Position  
\$39,513 Courthouse Security Officer  
\$26,000 Contingency.... Why???? Slush Fund.... Use Fund Balance in Emergencies  
\$1,000 Non-Departmental Aflac for few employees...not required  
\$2,000 Non-Departmental IT Consultant  
\$1,600 Non-Departmental M&R Phone System Budget 3700/Spent 2100  
\$900 Non-Departmental Broadband Budget 2700/Spent 1800  
\$500 Non-Departmental Wellness Benefit Budget 3500/Spent 3000  
\$5,000 Inspections Mileage Reimbursement (Use County Vehicle)  
\$15,000 EMS Uniform Budget (Dress Uniforms)  
\$33,545 EMS Part-time Salaries (Cut to 40,000) Supervisors and Assistant Director back to first line duty (back on Trucks) eliminate need for Part-time salaries.  
\$8,000 EMS Capital Outlay (Paint Paving Landscaping) Take from Capital Fund  
\$30,000 Maintenance Budget currently \$70,000 Reduce one half. We now have Capital Fund.  
\$20,000 Tax Office H.B. not yet approved for Vehicle Inspections  
Cut any vacant Position over 6 months from Budget  
Cut Travel Line Item (All Departments) 5%

\$72,045 Ins. & Bonds County Mgr.  
\$18,862 DSS Health Ins. County Mgr.  
\$20,000 APS County Mgr.

COMBINED CUTS COUNTY MANAGER AND COMMISSIONER LUCAS:

570,370  
-150,000 BOE  
-20,000 Reval. Fund

\$354,483 Add Additional Revenue  
20,000 HAVA Estimate  
53,000 Indirect Cost Section 8

\$427,483 Net Savings

One penny @ 65.9 raises \$140,472.

\$427,483 divided by \$140,472 means we can reduce the tax rate 3.04 cents or even 3 cents to 62.9

The first two have already been voted on: \$ 20,000 reduction in Revaluation Fund  
\$150,000 reduction in Board of Education

Chairman Hall stated "The third one is DSS Document Management, reduction of \$83,000." Commissioner Lucas stated "Chairman Hall the reason, I know that our DSS members and Ms. Moorefield think that this is the year to do that but the idea that we might streamline into a Human Services Agency at some point in time has been discussed I am just not comfortable with doing this at this point in time. Even in the DSS minutes, I was reading that, it is sort of a recommendation. It is not a consensus is what it said. 'The proposed budget was presented with discussion related to NC FAST, a web-based application/processing program being implemented by the State in September 2012. Also discussed was the need for a document management/case management program to support and enhance the agency's need to implement a paperless case management system to increase productivity and efficiency.' And they are conflicting opinions according to what is being talked about in Raleigh. 'Ms. Moorefield advised Board Members that there have been conflicting opinions as to whether or not NC FAST requires a document management system to operate' so there is not even a consensus that it is really needed to enhance the NC FAST program. To me \$350,000 when we are trying to get county employees a raise this year is not the time to do it especially if we are looking at merging the two departments at some point in the future and we weren't even told it would reduce staff." Commissioner Travis stated "It is not going to reduce staff I can tell you that now. How many years have we been talking about doing away with this paper?" Commissioner Jefferies stated "The NC FAST is coming here. The state has already done that." Commissioner Lucas responded "This is just to enhance it. It is not a requirement of the program. It will enhance it." Commissioner Carter

stated "Well Ms. Moorefield said she had saved over \$77,000." Commissioner Lucas stated "And there are conflicting opinions about it. I am just saying \$83,000 would go a long ways on an employee raise." Commissioner Travis stated "We keep talking about raises. This Board has not decided anything on giving raises yet. We have talked about it but we have not said we are going to give one. I mean the Sheriff is talking about hiring people and you are talking about cutting all of this stuff out and about lowering taxes how are we ever going to get ahead?" Commissioner Lucas responded "It can be done if you will study this. It can all be done." Commissioner Travis asked "Why not cut ½ the Sheriff's office out?" Commissioner Lucas responded "I have not recommended that and would not recommend that." Commissioner Travis asked "What about ½ the EMS staff?" Commissioner Lucas responded "Well you have \$18,000 in that budget for dress uniforms." Commissioner Travis stated "Well I will be the first to say they don't need any dress uniforms." Chairman Hall stated "Let's go down the line. We will get to it."

Chairman Hall stated "I think on the DSS Document Management from the presentation we received from the DSS staff we understood that this was not required. It was an addition or an enhancement tool to what the State is already requiring. It is a data management system. In my opinion we need something to get rid of those files over there. We have to update our technology. I don't know if one time is better than another but certainly at some point we have to get started on it." Commissioner Lucas responded "Chairman Hall I would not question it except for the Senate bill that has been proposed about merging those two departments." Chairman Hall stated "The Senate bill has passed. This Board will have to vote to merge and we are not going to vote to merge those two departments today or within the next year." Commissioner Lucas responded "You won't within the next year or so but down the road." Chairman Hall stated "Whatever we do we will still have to keep this information and we will still have to automate." Commissioner Lucas responded "It is a matter of what is important now I guess."

Chairman Hall asked "Other comments on this item."

Chairman Hall asked "Everybody in favor of deleting the \$83,000 DSS Document Management from the proposed budget raise your right hand?"

The motion failed by a vote of one to six with Commissioners Carter, Hall, Jefferies, Satterfield, Travis and Williamson voting no.

Chairman Hall stated "Personnel Policy Consultant - \$6,000. Staff will remind us what this is about." Mr. Howard responded "That was to hire the COG to assist us in redoing the county personnel policy." Commissioner Lucas asked "The question I have there Kevin is exactly what is wrong with the policy that you have now other than we want comp time addressed?" Mr. Howard responded "It was done in 2004. It is quite old and it was pieced together in 2004. We are using it because it is the only one we have but it needs some changes. It needs to be more uniform in how it treats things."

Chairman Hall asked "Everyone in favor of deleting the Personnel Policy Consultant from the proposed budget raise your right hand?"

The motion failed by a vote of one to six with Commissioners Carter, Hall, Jefferies, Satterfield, Travis and Williamson voting no.

Chairman Hall stated "\$10,000 Web Design." Commissioner Satterfield asked "Can the county manager explain that a little bit better." Mr. Howard responded "We have received a couple of estimates between eight and ten thousand dollars so we used the high one for the budget. This is to completely redo our webpage. Our now is a very old webpage. It is very hard to make any updates on it. The new page would have more space to put more documents online. An example would be our audit. We would be able to put several things on the webpage for the public to access. It would be more friendly for the departments to go on there themselves and update changes to calendars or events or just basic information." Commissioner Satterfield continued "And that is something that our IT department cannot handle?" Mr. Howard responded "He can probably do that but it will pull him away from everything else. It is a pretty intensive thing to design a webpage and I don't know how long it would take to get it done. The biggest problem with our webpage now is there is not space. If we want to add new information we have to find something to take off to put something new on it." Commissioner Satterfield stated "The webpage we have now is not effective at all. It is a waste I think personally. Other departments can't go on there now and add stuff. The only thing you can do on there now to get is the minutes. It does not give the citizens very much news. I did not realize it would cost \$10,000 to do a web design." Mr. Howard responded "One price I actually got was \$30,000."

Chairman Hall asked "Everyone in favor of deleting the Web Design from the proposed budget raise your right hand?"

The motion failed by a vote of one to six with Commissioners Carter, Hall, Jefferies, Satterfield, Travis and Williamson voting no.

Chairman Hall stated "Public Health Nurse Position." Commissioner Satterfield stated "This is a funded project. You are not going to save \$45,000." Commissioner Lucas responded "That is what is in the budget." Commissioner Satterfield continued "Understand that is what is in the budget but 75% of that salary is paid through grants and things like that. We are not paying \$45,000 in county dollars." Commissioner Lucas continued "Well whatever the percentage would be. It's the nursing position at the Health Department." Commissioner Satterfield asked "Is this position for Home Health or the Clinic?" Mr. Howard responded "That position is the one we would get 75% Medicaid funding for that position and Dr. Moore said the other 25% would come from other revenues and not county dollars." Commissioner Satterfield asked "So none of that is coming from county dollars?" Mr. Howard responded "No sir." Commissioner Travis asked "When the funds run out what will happen to that nurse?" Commissioner Satterfield responded "The person goes unless the Board of Commissioners gives them money to keep it there." Commissioner Travis continued "So what you are saying now is this \$45,570 is no tax dollars whatsoever?" Mr. Howard responded "That is my understanding yes sir." Commissioner Travis stated "The only thing I have left to say is if the funds run out this needs to be brought back before us for a decision."

Chairman Hall asked "Everyone in favor of deleting the Public Health Nurse from the proposed budget raise your right hand?"

The motion failed by a vote of one to six with Commissioners Carter, Hall, Jefferies, Satterfield, Travis and Williamson voting no.

Chairman Hall stated "HR Position." Mr. Howard stated "This is the position that was cut out 3 or 4 years ago when the budgets were very, very tight. There are increased loads in things we have to do. Just to give you a list of things this position does: employee assistance, handle employee concerns and complaints, health insurance, medical billing, child support and other garnishments through taxes, manage the applications and job postings, we don't have any one doing that now and that is for every department. All employee orientations, drug testing, manage personnel information and keeping those files updated. Examples would be FMLA, retirement request or information, also manage employee leave, workers' compensation and also keep up with the US Department of Labor Occupational Safety and Health Administration filing, reporting and changes." Commissioner Travis asked "Who is handling this position now?" Mr. Howard responded "It is spread out through the Finance Office and my office. It will also handle all the insurance stuff." Commissioner Travis continued "Is the benefits and everything included in that total or is that the starting pay?" Mr. Howard responded "That is everything." Commissioner Travis continued "So what is the salary amount?" Mr. Howard responded "\$38,000. This position will be available to assist in other areas as well but the majority of the time will be with human resources type activities." Commissioner Travis asked "Is this position if funded going to be someone who already knows this position or someone that will have to be trained?" Mr. Howard responded "The reason we will pay \$38,000 is to hire someone who knows what they are doing. That is why we are asking for that amount." Commissioner Travis asked "Is there anything in this line item to send them for training?" Mr. Howard responded "No sir." Commissioner Travis continued "How many years have we been without this position." Mr. Howard responded "Three I think." Ms. Vaughn added "This position also addresses the internal controls and separation of duties with payroll and HR."

Chairman Hall asked "Everyone in favor of deleting the Public Health Nurse from the proposed budget raise your right hand?"

The motion failed by a vote of three to four with Commissioners Carter, Hall, Jefferies and Williamson voting no.

Chairman Hall stated "Courthouse Security Officer." Commissioner Lucas stated "I think we can delay action on this one until we get the information that we need." Commissioner Travis responded "We are going to have to make a decision one way or the other before we pass this budget. This is just one position the county manager included in his budget, what about the other position?" Commissioner Lucas asked "Is it in PCC's budget?" Mr. Howard responded "no ma'am." Chairman Hall stated "As we get a full report we can readdress this." Commissioner Travis responded "So what you are saying is we may have to come back after we pass this budget and fund another position?" Chairman Hall stated "I we so desire once we see the report." Commissioner Travis stated "Well I will be honest with you the way I feel about that is if you think that is what we are going to have to do it needs to be in here before we vote. I don't like taking money out of fund balance to hire another employee. I think it ought to be in this budget before we pass it. If you pass this budget with one position in there and you think you will need two and if we don't give them to him we can put the money in fund balance." Commissioner Satterfield asked "How much for the other position?" Mr. Howard responded

“The same.” Commissioner Satterfield continued “I thought PCC would fund ½ the other position.” Mr. Howard responded “For PCC to have the money you would have to fund that ½ as well.” Commissioner Satterfield asked “So we would have to increase PCC’s money for them to get another.” Chairman Hall stated “Let’s do it this way, we have Ms. Lucas’ proposal let’s vote on that. If it does not pass we will take additional action on it.”

Chairman Hall asked “Everyone in favor of deleting the Courthouse Security Officer from the proposed budget raise your right hand?”

The motion failed by a vote of one to six with Commissioners Carter, Hall, Jefferies, Satterfield, Travis and Williamson voting no.

Chairman Hall asked “Does someone have an alternate position on this?” Commissioner Carter responded “I kind of agree with what Commissioner Travis said it is better to have it in the budget.”

Commissioner Carter moved, seconded by Commissioner Travis to put the money in the budget for two positions for the Sheriff’s Office instead of 1.”

Commissioner Jefferies stated “I know a lot of state troopers have retired and a lot of deputies have retired, Sheriff is it any way we can fill one of these positions with part time experience because we won’t have to pay these people benefits.” Sheriff Welch responded “That is an excellent question Mr. Jefferies and part of planning process depends on the outcome of the Board’s decision because we do employee part time deputies to do house security. As we continued on my recommendation and as you know I am always looking at how to get the job done yet also be able to work with the Board so part of that planning process is I am not only asking for these two but I am also going to have to employ that technique of also having part time employees as well. We are always looking at how to do the job, how to get it done but also to work with the Board to keep the burden down for the taxpayers.”

Commissioner Satterfield asked “I am assuming that this will not start until July 1<sup>st</sup> and I am also under the assumption that we will wait for these reports before we hire anyone.” Commissioner Carter responded “No, 1 position will start July 1<sup>st</sup> and then the second position will wait until it is needed.” Commissioner Satterfield stated “We have a fund balance still of \$17,000 from the Town to go into the next fiscal year to be applied to the \$39,513.”

Upon a vote of the motion to put the money in the budget for two positions for the Sheriff’s office instead of 1, the motion carried by a vote of five to two with Commissioners Lucas and Williamson voting no.

Chairman Hall stated “The next item is \$26,000 Contingency.” Commissioner Lucas asked “What do we use the \$26,000 for?” Chairman Hall stated “We use it for contingencies. I think the distinction for the two different accounts is the fund balance requires Board approval.” Mr. Howard responded “Contingency does as well. The fund balance requires a budget amendment.”

Chairman Hall asked “Everyone in favor of deleting the \$26,000 from Contingency from the proposed budget raise your right hand?”

The motion failed by a vote of one to six with Commissioners Carter, Hall, Jefferies, Satterfield, Travis and Williamson voting no.

Chairman Hall stated "The Non-Departmental Aflac dues." Mr. Howard responded "This is a fee that AFLAC charges the county for each employee that receives the supplemental insurance." Commissioner Lucas asked "We are paying a supplement for certain employees and not others, is that correct? \$4.00 for certain employees. Not all employees are taking this service?" Mr. Howard responded "No ma'am it is just the employees that elect to take the AFLAC." Commissioner Travis asked "What would happen if you cut it out?" Commissioner Lucas responded "The employees would have to pay for it. It would not take away the program. They could do it individually." Ms. Vaughn added "AFLAC could rewrite the policy to possibly include the fee." Commissioner Lucas asked "Is the \$1,000 a fee to have the AFLAC insurance because that is not what you said earlier or is it \$4.00 per month per employee?" Ms. Vaughn responded "It is an administration fee that AFLAC charges the county per employee. A fee of \$4.00 per employee." Commissioner Lucas asked "How many employees are participating in the AFLAC program?" Ms. Vaughn responded "I don't have that number." Commissioner Travis asked "Didn't you say you took it out of their check?" Ms. Vaughn responded "No sir, it is a bank draft that comes out of the payroll check. It depends on the policy it could be pre-taxed but it is a deduction from the employees check. I would like to check on that to make sure."

Chairman Hall stated "Non-Departmental IT Consultant." Mr. Howard responded "That is used when something comes up that our IT person cannot handle and it is outside of what his normal budget is. That is just in case something happens. We have not spent anything out of it in the last couple of years but it is just in case."

Chairman Hall asked "Everyone in favor of deleting the \$2,000 from Non-Departmental IT Consultant from the proposed budget raise your right hand?"

The motion failed by a vote of one to six with Commissioners Carter, Hall, Jefferies, Satterfield, Travis and Williamson voting no.

Commissioner Lucas stated "This is like an effort in futility. If the Board wishes not to pursue this that is fine." Chairman Hall responded "You passed it out." Commissioner Lucas continued "It just seems like it is not of any interest to really anybody so I don't want to waste anybody's time with it but I think it is pretty important myself. Maybe you need to poll the Board members to see if they are interested in proceeding." Chairman Hall responded "It was your request so I think I will leave that up to you. Do you want us to continue or not?" Commissioner Lucas responded "Continue."

Chairman Hall stated "Non-Departmental Maintenance & Repair Phone System Budget." Mr. Howard stated "That is for each phone system in the county buildings if we need to replace a phone or if we need to do some repairs it comes out of that line item." Commissioner Lucas asked "But you have that within each budget is that correct?" Mr. Howard responded "No, what is in each budget is just the phone bills."

Chairman Hall asked "Everyone in favor of deleting the \$1,600 from Non-Departmental M&R Phone System from the proposed budget raised your right hand?"

The motion failed by a vote of one to six with Commissioners Carter, Hall, Jefferies, Satterfield, Travis and Williamson voting no.

Chairman Hall stated "Non-Departmental Broadband." Mr. Howard stated "That is the cost for us to provide internet for the county. All departments come through that line item."

Chairman Hall asked "Everyone in favor of deleting the \$900 from Non-Departmental Broadband from the proposed budget raise your right hand?"

The motion failed by a vote of one to six with Commissioners Carter, Hall, Jefferies, Satterfield, Travis and Williamson voting no.

Chairman Hall stated "Wellness Benefit." Mr. Howard stated "The main purpose for that is the pay for the employee banquet every year. We spent \$3,000 this year and we increased that \$500 because the cost was going up. That is why that was added to it." Commissioner Satterfield asked "What banquet are you talking about?" Mr. Howard responded "The Employee Appreciation Banquet." Commissioner Satterfield asked "Where does that money come from? Is that all county dollars?" Mr. Howard responded "Yes sir, it is all county dollars." Commissioner Satterfield continued "Why do we call it Wellness Benefit when it is for a banquet? Why don't we say it for a banquet?" Mr. Howard responded "We will change that." Commissioner Lucas stated "It was funded by a grant." Commissioner Satterfield stated "There is nothing wellness about it. Let's call it whatever it is and not Wellness." Ms. Vaughn responded "Employee Appreciation."

Chairman Hall asked "Everyone in favor of reducing the Wellness Benefit from the proposed budget raise your right hand?"

The motion failed by a vote of one to six with Commissioners Carter, Hall, Jefferies, Satterfield, Travis and Williamson voting no.

Chairman Hall stated "Inspections Mileage Reimbursement." Commissioner Satterfield stated "With the cost of fuel right now the county is probably getting a better bargain than he is." Commissioner Lucas responded "That is not what the discussions were when we went through that particular budget. That is why it was included in here. There was a discussion about eliminating either one or the other." Commissioner Satterfield stated "Ms. Lucas if you figure what it would cost to buy and to operate a vehicle versus what we are paying him .55 a mile. For \$5,000 I don't think we can buy him a vehicle and put gas in it and put insurance and everything on it for \$400 a month." Commissioner Lucas responded "But we are doing both right now. That is what we were told." Mr. Howard stated "Woodrow drives the county truck on occasions if he has to go somewhere that requires 4WD he may drive that truck. He may do that once or twice a year. The part time inspector drives that truck to job sites."

Chairman Hall asked "Everyone in favor of reducing the Inspections Mileage Reimbursement from the proposed budget raise your right hand?"

The motion failed by a vote of one to six with Commissioners Carter, Hall, Jefferies, Satterfield, Travis and Williamson voting no.

Chairman Hall stated "EMS Uniforms (Dress Uniforms) - \$15,000." Mr. Howard stated "The request was due to when they attend funeral and other events they don't have dress uniforms. In their opinion they would like for those who attend to have dress uniforms on." Chairman Hall asked "Are they talking about the whole staff?" Mr. Howard responded "No sir. I would have to go back and look at the number to see." Chairman Hall continued "We do provide them with uniforms?" Mr. Howard responded "Yes sir we just don't provide them with dress uniforms."

Chairman Hall asked "Everyone in favor of deleting the EMS Uniform Budget for Dress Uniforms from the proposed budget raise your right hand?" The motion carried by a vote of five to two with Commissioners Carter and Williamson voting no. Chairman Hall stated "Okay we can delete that one."

Chairman Hall stated "EMS Part-Time Salaries." Mr. Howard stated "This request is based on scheduling when they need to cover when full time staff are out sick, in training or on vacation." Commissioner Lucas asked "We did not clear that up with the three new positions last year?" Mr. Howard responded "It did not clear up 100% of it, no ma'am." Commissioner Lucas continued "That is what was promised last year, if they received the three new positions it would eliminate their need or part time and over time or cut it drastically, \$73,545 is what was requested." Mr. Howard responded "Yes."

Commissioner Satterfield asked "Has Mr. Sicz been up here to go over his budget with us?" Mr. Howard responded "No sir." Commissioner Satterfield continued "I don't disagree with Commissioner Lucas I think the cuts are valid there but I would feel uncomfortable making decisions like that without talking to the department head to try to get some type of explanation why he needs that." Commissioner Travis stated "I think we need to have some cuts over there. I don't know how much but he does need to explain this."

Commissioner Lucas stated "You have 2 temporary employees over there. One has made \$28,000 this year working part time and another has made \$27,000 working part time. That is as much as some of your starting personnel in the county. I understand that there were employees down there that got fired coming off one shift and coming here to work and that is happening quite routinely now I understand. They have to have that break. They can't come straight from Rockingham County and Alamance County and immediately start work here. It is not healthy." Mr. Howard responded "My understanding is that is not supposed to be happening but I will need to look into that to be sure." Commissioner Satterfield stated "Those are the types of questions I think the director needs to answer Mr. Chairman. I don't think anybody here can answer that." Mr. Howard responded "Not specifically, no sir." Chairman Hall stated "I will agree we do need someone here to answer these questions. We did not talk to all the departments." Commissioner Satterfield stated "This is about a specific thing about scheduling." Chairman Hall asked "Do we have a policy to address this?" Mr. Howard responded "They had a departmental policy, yes sir, on the number of hours the employee is required to work to stay on the part time." Chairman Hall continued "Do we have a policy that addresses what Ms. Lucas said about coming in from other shifts?" Mr. Howard responded "Yes sir, it is in the department policy. It is not in the county personnel policy." Commissioner Lucas stated "In the standard operating procedures."

Commissioner Travis asked "How can the director tell you if a person has just worked 8 or 12 hours somewhere else?" Commissioner Lucas responded "It should be monitored." Commissioner Williamson added "That is why you need a HR person. Someone to check on things like that." Commissioner Travis stated "The director down there should be able to check on those things himself." Commissioner Satterfield responded "Maybe he is checking on it." Mr. Howard stated "It is my understanding that it is not supposed to be happening. All I know is I have seen emails directing staff not to allow that to happen. Whether staff is following his emails or not, I cannot say." Chairman Hall responded "If I were the county manager I would be finding out something." Mr. Howard stated "Until Ms. Lucas mentioned it I had no idea it was occurring."

Chairman Hall stated "Based on the comments I have heard I think we do need someone to come and answer the questions. We are not going to have a lot of time left so we will schedule him to come to our next meeting. He does need to answer these questions and my thinking is if we have departmental policies and procedures that will impact our personnel policies and procedures this Board needs to be aware of them and approve them. Otherwise we don't know what is going on. This one we will defer."

Chairman Hall stated "\$8,000 EMS Capital Outlay (Paint, Paving and Landscaping)." Mr. Howard stated "This is a request to clean up the outside of the building since we have added the CDOT addition. They want to paint the EMS base so that it will match the new addition. I did not include this in the budget." Commissioner Lucas asked "You did not include this in the budget." Mr. Howard responded "It was a request but I did not include it in my budget."

Chairman Hall stated "Maintenance Budget reduce by one half." Commissioner Lucas asked "The renovation at EMS, did CDOT pay for that renovation? Wasn't that agreed upon?" Mr. Howard responded "CDOT paid for their addition but the renovation in the EMS portion was paid for out of the dollars the county appropriated for that." Commissioner Travis added "CDOT in essence paid for it." Mr. Howard responded "They paid for 85% of the work that was done down there and you also moved \$100,000 out of CDOT into the capital fund last year. All the work for the EMS came out of the regular budget."

Chairman Hall asked "Everyone in favor of reducing the Maintenance Budget by half the proposed budget raise your right hand?"

The motion failed by a vote of one to six with Commissioners Carter, Hall, Jefferies, Satterfield, Travis and Williamson voting no.

Chairman Hall stated "\$20,000 Tax Office H.B." Commissioner Lucas stated "House Bill. I think we put it in the budget last year for whatever it was going to cost for the change over in the tax department when we combine paying the taxes and inspections at the same time and it never has happened." Mr. Howard responded "He requested \$20,000; we put it in at \$12,000. That is just not that. That is any updates they would need for the GIS and other things as well." Chairman Hall asked "So generally speaking there is a \$12,000 increase in the tax budget?" Mr. Howard responded "No sir, it is a \$2,000 increase in what he requested this fiscal year. He requested \$20,000 but my recommended budget had \$12,000 in it. It is for GIS programming, NCS programming and for the program Ms. Lucas is talking about. It is not all just for that."

Commissioner Lucas asked "So you only put in \$12,000?" Mr. Howard responded "Yes ma'am." Chairman Hall asked "Do you want to change that figure to \$12,000 Ms. Lucas?" Commissioner Lucas responded "You can delete it."

Chairman Hall stated "Any vacant positions open for over 6 months remove from budget." Ms. Vaughn stated "That would be, DSS has 1 position that is over 6 months." Commissioner Travis responded "The reason it is not filled is she is waiting to see how it will be funded." Mr. Howard stated "It is a funded position. It is not filled because there is not a need because the case loads are down in this particular department. It has started to pick back up that is why it is still in there. With it being state funding if you eliminate it you would have to go back through the state to have it reinstated again. That position is one that we are reimbursed. It is partial county funds and partial state funds." Commissioner Lucas asked "And that is the only position?" Mr. Howard responded "Yes ma'am over 6 months."

Chairman Hall asked "Everyone in favor of cut any vacant positions over 6 months old raise your right hand?"

The motion failed by a vote of one to six with Commissioners Carter, Hall, Jefferies, Satterfield, Travis and Williamson voting no.

Chairman Hall stated "Cut travel line item in all departments 5%." Commissioner Lucas stated "I don't know what that total would be, it would have to be figured." Commissioner Satterfield asked "Ms. Lucas you are not talking about travel relating to work?" Commissioner Lucas responded "No." Commissioner Satterfield continued "I know some of the travel line items include travel for the home health nurses, Mr. Bigelow's reimbursement. I have a little concern about that and it is not a big deal but I notice where the tax office went from \$3,000 to \$4,500, a \$1,500 increase, Administration from \$3,000 to \$4,000, Register of Deeds from \$1,500 to \$2,000, Finance from \$2,000 to \$4,200 that really surprised me. Sheriff congratulations you are the only one that went down from \$14,000 to \$12,000 which is at least \$2,000 to much I would say. I know all this traveling is used for training and I know these people need to be trained and I don't have a problem with that but when you talk about 50% increases or 100% increases from one year to the next in tough times that seems like a lot to me." Mr. Howard responded "Just speaking about Finance and Administration, those specific classes, Ms. Vaughn will be taking the County Administration Course. I would like to rotate the department head to all take that course. This will help them to see what the other departments do and hopefully create communications between the departments so they will understand what is going on. I know when I took it there was about 30 people in the class 10 of them were managers and the rest were department heads. In Administration, I mentioned that was 2 training classes for me next year." Commissioner Satterfield stated "I am sure that most of this increase is justified. It seems to me that when the county manager and the finance office were putting the budget together and you saw these types of increase you would justify by saying what types of classes you will be going to." Mr. Howard responded "I broke it down but I guess I could have broken it down better."

Chairman Hall asked "Everyone in favor of cutting the travel line by 5% raise your right hand?" The motion failed by a vote of three to four with Commissioners Carter, Hall, Jefferies and Williamson voting no.

## RECESS

The Board took a brief recess.

### BUDGET WORKSHOP (Cont'd.)

Chairman Hall asked “Ms. Lucas is that everything that we need to act on?” Commissioner Lucas responded “Chairman Hall I don’t know. I am sure you are in agreement with what the County Manager has recommended those are the three items listed next. It is sort of a mute point at this point. If any of the other commissioners have any suggestions I would like to hear them as far as getting the county employees’ salaries in line with where they need to be.”

Commissioner Williamson stated “In accordance to Commissioner Lucas’ request I think we need to go back to the department heads and allow them to cut out of their budget what they feel like they can do without. I think an appropriate way would have been to look at each individual department and request a certain amount cut out of each department’s budget to give them something to work with. But at this later date I don’t think we should change our plan of action that we have been going through. As I have expressed to some of the other commissioners that being on the Board for the first time going through the budget that I am please with the education that I have received from this. I am not accustomed to doing budgets in this direction because I feel like we need to depend on our department heads to be the experts in what they want for their department. None of are aware of the actions in these departments or have enough knowledge about them to cut items out of their budget. I just think they are the ones that need to but their budget but we could have requested an amount to help them out. At this late date I think they need to bring us some numbers back as to things they can cut out of their budget.”

Commissioner Jefferies responded “I think the county manager already went to the department heads and asked them to do this and you can correct me if I am wrong.” Mr. Howard stated “At the staff meeting at the first of the month I asked them to be prepared for 1% and 2% cuts. They should be prepared to give those to me. Most of the budgets are the same as they were last fiscal year. Most of the smaller departments are running pretty much close to what it takes to operate without affecting services in some way. I am not going to say that they can’t cut \$500 here or \$600. If that is something you want we can have that to you easy by the first part of the week.”

Chairman Hall stated “I have to add something to that for Kent. I think in general I agree with what you are saying however as a county manager form of government when we gave this project to the county manager except for the Sheriff, Register of Deeds and Tax Director they all report to him. He came to us a month ago with a proposed budget and at that point we should have been thinking about the process. At that point if the Board so desired we could have given it back to the Board and said cut this at x number percent and then the county manager would have went out there and made his request or cut it himself. We would assume that he would have done all the necessary homework. On a request like that we would have contacted the Sheriff, the Tax Director reports to us, the Sheriff does not and the Register of Deeds does not report to us so we would have communicated that to them. As the county manager said the budget has been cut over the last several years and we are pretty much down to staff or employees. I think if we are going to make any significant cuts going forward we need to develop a plan to provide the services with less employees and it probably can’t be done without

training and automation. Once we get the automation in place we can start planning and say this department needs to reduce x number of employees. Some departments only have 2 or 3 people. Some have 2 or 3 part time people and some have 2 or 3 mixed and match full time/part time people. In my opinion we have some departments in terms of the quality of services they provide to the citizens is not up to par. The thinking as been over the last few years if we have a warm body in there we are alright, I disagree with that. I think we need specific people for specific jobs and specific duties. Splitting someone between two departments may sound good in some positions it may work but in some it may not. Sometimes you get just the body. You don't get the thinking. You don't get the creative approach and you don't get automation and you don't get all the things that you need in the long run. At this point I think it is a bit late to go to the department heads and say cut something. If they do cut 1 or 2% it won't be significant to this budget process. I think now we have 2 issues left, two major issues we have to discuss and agree upon and then we can put a resolution together. One issue is the employee salary increases and other is whether to have a tax increase or not."

Commissioner Travis stated "I don't want a tax increase." Chairman Hall asked "Why?" Commissioner Travis responded "With economy the way it is right now people can't afford a tax increase." Chairman Hall stated "Everything else has gone up rent, utilities, food, etc." Commissioner Travis responded "I just don't think we need to do a tax increase. I think we can pass this budget without a tax increase. I think we can give some raise but I don't think we can give 3%." Chairman Hall stated "It is time to but something out there." Commissioner Travis responded "I will say 2% and no tax increase." Commissioner Satterfield stated "You say 2% Mr. Travis I know we have added some stuff but I don't know that we subtracted anything." Mr. Howard stated "Based on what you have tonight per the proposal in green that we gave you, you need to cut \$39,513 to balance the budget. What you did was add 1 position that you did not have already in there. That was the second position for the Sheriff's Office." Commissioner Lucas asked "So you already had one position in there that you told us was not in there and the Human Resource position was in there and you told us it was not in there?" Mr. Howard responded "No ma'am that is not what I am saying. What I am saying is the proposals we gave you to review tonight the third one is no tax increase, a 3% cost of living raise, and it added 2 positions that you added tonight but it does not add the second position at the Sheriff's office. Doing that proposal with what you did tonight the budget is out of balance by \$39,513." Commissioner Carter stated "Now we cut \$15,000 out of the balance." Mr. Howard responded "You are right so you are \$24,513 out of balance."

Commissioner Satterfield asked "So a 1% pay raise is about \$74,000?" Mr. Howard responded "Yes sir."

Commissioner Carter asked "So what I am hearing you say is we may have to have a ½ cent tax increase?" Mr. Howard responded "We need \$24,513 to balance the budget. We can add some type of revenue to the budget to balance it. That is based on the decisions you have made and based on the proposal we gave you this week." Commissioner Satterfield said "If you will do what Commissioner Travis said you will cut about \$74,000." Mr. Howard responded "Yes sir." Commissioner Lucas asked "So you are going to give a percentage rate instead of a flat amount? Is that what you are talking about?" Chairman Hall responded "First things first we have to decide on the raises and then work out..." Commissioner Lucas continued "Well at 3% it is

\$224,000 and if you made it an even \$1,000 raise per employee that would be \$203,000 and we can save \$21,000 on the figures he gave us on the 3%. I can understand some people not wanting to do it that way.” Mr. Howard responded “There is no good way to do a raise.” Commissioner Lucas stated “I think doing a flat raise would be a great answer because that would benefit the most people instead of the department heads and the one on the higher salary end. If you look at the raise percentagewise, a \$1,000 raise on a \$70,000 salary...” Mr. Howard responded “One reason you look at percentagewise is to try to keep everyone in line.” Commissioner Lucas continued “The point of the raise is to try to help the employees.” Mr. Howard responded “Yes ma’am.”

Mr. Howard asked “What if we don’t start the HR position until January? That would cut the funding for that in half.” Chairman Hall responded “Let’s not start playing games.”

Commissioner Lucas stated “Since we funded the HR position can’t we cut the \$6,000 for updating the Personnel Policy? Wouldn’t that be a part of their responsibility? I am just saying.” Mr. Howard responded “It could very well be.” Commissioner Lucas continued “To me \$6,000 is a lot of money.” Mr. Howard responded “We may be able to reduce that amount.”

Commissioner Carter stated “My opinion is I hate to think we are a training ground. We train people and they go somewhere else. If you figure out percentagewise what you give each employee somebody making \$30,000 and you give them a 3% raise that is \$900 but if you give everybody \$1,000 some people will get more of a raise than others. As Cathy pointed out if you gave everybody the same amount if we have 203 employees that would be \$203,000 versus the \$224,000 if you gave 3%. The lower paid employee would benefit more plus you will save on the budget \$20,000.

Commissioner Carter moved, seconded by Commissioner Lucas to give each employee \$1,000.

Commissioner Lucas stated “We just voted on a raise without really knowing where we are on the budget.” Commissioner Carter responded “Well we want have to have a tax increase because we will be saving that \$20,000.” Commissioner Lucas continued “Don’t we have to come back with the final figures before we make a final decision?” Chairman Hall responded “Like I said before we started this, we have two things we have to decide on raises and tax increase and I don’t know which comes first but we need to make a decision. We need to vote on the raises and we need to make a decision on whether to have a tax increase or not.” Commissioner Lucas stated “Well we need to have those figures in front of us.” Chairman Hall responded “We don’t have a whole lot of time Cathy. We have to finish tonight so they will have time to finish the budget resolution.” Commissioner Lucas asked “So we are going to vote on this budget tonight? Is that the intent?” Chairman Hall responded “The intent is to finish with what the Board wants to do tonight so the staff can start working on the budget resolution. The intent is not to delay this if we don’t need to.” Commissioner Lucas asked “Is there going to be a tax increase in this budget?” Chairman Hall responded “We don’t know that.” Commissioner Lucas continued “Well then how can you vote? How can we move forward without knowing if there is going to be a tax increase?” Chairman Hall responded “You have the numbers in front of you.” Commissioner Lucas asked “Well how much of a tax increase are we looking at? You voted on 3 new positions tonight.” Mr. Howard responded “As I said earlier tonight in order to balance

the budget with what has been done in previous meeting and on what we proposed in changes you need \$24,513 to balance the budget.” Commissioner Carter asked “Is that with the 3%?” Mr. Howard responded “That is with the 3% cost of living increase.” Commissioner Carter continued “Well what if you go with the \$1,000?” Commissioner Lucas responded “You will get \$21,000 there.” Mr. Howard responded “Well 203...” Commissioner Lucas stated “That is the number you have been giving us all along, 203.” Chairman Hall stated “It is between 203 and 211.” Commissioner Carter asked “Are they all full time?” Chairman Hall responded “No they are not all full time so the part time people will get a prorated amount.” Commissioner Carter asked “As far as the salary increases is it just the full time people who will get it.” Commissioner Lucas responded “Yes, that is my understanding.” Chairman Hall stated “We have some part time people that have been around for a long time.” Commissioner Carter asked “So they will get it too?” Chairman Hall responded “We can vote on that too.” Commissioner Travis asked “How would you do it if we gave a percentage?” Mr. Howard responded “The last two COLAs were across the board 3% for everybody except temporary part time. Permanent full time, permanent part time and board of commissioners received 3%.” Chairman Hall asked “So really the only people not covered are the temporary workers.” Commissioner Travis asked “Will the part time employees at EMS get the same thing the full time employees get?” Mr. Howard responded “Yes. You could say full time will receive \$1,000 and part time will receive \$500 prorated.” Commissioner Carter stated “I withdraw my motion.”

Commissioner Satterfield moved to give a 1 ½% cost of living adjustment across the board and no tax increase. The motion dies due to a lack of a second.

Commissioner Lucas moved, seconded by Commissioner Travis to give a flat \$1,000 raise to 203 employees that we were given the number of and that would save \$21,000.”

Commissioner Lucas stated “That that would equate to many of the employees is they would get a higher percentage rate for the lower paid salaries in the county.” Commissioner Satterfield asked “Is the \$1,000 a bonus or a salary increase?” Commissioner Lucas responded “It would be the same as the 1 ½% raise increase.” Commissioner Satterfield continued “The salary differences are there for a reason. Salaries are based on experience and education.” Commissioner Carter stated “If you look at the list of employees there are quite a few that make \$30,000 or less.

Commissioner Carter moved to amend the motion to give a flat \$1,000 raise for full time employees and \$500 for part time employees.

Commissioner Lucas stated “My motion was for the full time employees.” Commissioner Carter responded “The 203 employees.” Mr. Howard stated “Those are the 203 employees that are receiving benefits.” Commissioner Travis asked “Will the part time employees get the same amount of raise?” Commissioner Lucas asked “Are part time employees paid benefits?” Mr. Howard responded “Yes it all depends on how many hours they work.” Commissioner Lucas continued “How many permanent part time employees do we have?” Ms. Vaughn responded “I will have to check to see how many full time employees and how many part time employees we have.”

Commissioner Carter moved, seconded by Commissioner Lucas to amend the motion to give a \$1,000 raise to full time employees and a \$500 raise to part time employees prorated.

Commissioner Lucas asked “May we get an exact number of full time employees and then how many permanent part time employees?”

Commissioner Lucas stated “I take this job very seriously. We do have a responsibility to the taxpayers and I think spending money on new positions is a travesty.” Commissioner Travis added “The taxpayers are footing the bill.”

Commissioner Satterfield asked “Is there any negative effects on doing the raise this way, the pay scale?” Mr. Howard responded “Yes because each step is about 1% difference in pay.” Chairman Hall responded “Anything we do will have an effect. It will adjust more at the bottom than at the top. I will support the \$1,000 raise. We pay out employees very low to begin with. We are the lowest paying county in the region. We don’t want to pay the people who do the work. I am supporting it because we don’t have a minimum rate of living wage in the county.” Commissioner Carter responded “The lower paid people will benefit the most.”

Upon a vote of the motion to amend the motion to give a \$1,000 raise to full time employees and a \$500 raise to part time employees prorated, the motion carried by a four to three vote with Commissioners Jefferies, Satterfield and Williamson voting no.

Commissioner Satterfield asked “Are we going to vote on the original vote?”

Upon a vote of the original motion to give a flat \$1,000 raise to 203 employees that we were given the number of and that would save \$21,000, the motion carried by a vote of four to three with Commissioners Jefferies Satterfield and Williamson voting no.

Commissioner Travis moved, seconded by Commissioner Williamson to leave the tax rate as it is. The motion carried by a vote of six to one with Commissioner Lucas voting no.

Chairman Hall stated “Specifically staff will do the budget resolution and report back to this Board on the next scheduled date and ask Mr. Sicz to come as well.”

The commissioners decided to meet again on Tuesday, June 26, 2012 at 5:30 p.m.

Mr. Howard asked “What about the commissioners, do you get a raise as well?” Commissioner Lucas responded “No we don’t get raises. The majority of the commissioners agreed.

#### RECESS

At 8:12 p.m. Chairman Hall moved, seconded by Commissioner Jefferies to recess until Tuesday, June 26, 2012 at 5:30 p.m. The motion carried unanimously.

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Paula P. Seamster  
Clerk to the Board

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Nathaniel Hall  
Chairman

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